

# Enrollment Choice

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## 1. Introduction

The “**Enrollment Choice**” window is used for both KidsCare health plan selection and ALTCS Program Contractor Choice; it has two tabs:

- **Enrollment Choice** Used to select a Health Plan for KidsCare and AHCCCS Health Insurance for Parents.
- **Program Contractor Search** Used for **ALTCS only** to search the Program Contractor database to determine which providers contract with a specific Program Contractor. The KidsCare Standard Path will bypass this tab.

The screenshot shows a software window titled "Enrollment Choice (HOMER SIMPSON - APPLICANT - 100061751, 2/1/2005)". It has two tabs: "Enrollment Choice" (selected) and "Program Contractor Search". The "Enrollment Choice" tab contains the following fields:

- Applicant list: HOMER SIMPSON (dropdown)
- Control date: Feb 2005 (dropdown)
- Fiscal county: (empty text box)
- Program type: KC PARENT (dropdown)
- Resident county: MARICOPA (text box)
- Enrollment change reason: (empty dropdown)
- Enrollment Selection: (group box containing:
  - ☐ Apply to all applicants
  - Verified: Yes (selected) / N (selected)
  - ALTCS option: (empty dropdown)
  - Acute care option: (empty dropdown)
  - Selected by: (empty dropdown)

At the bottom are buttons: Back, Find, OK, Cancel, and Forward. An arrow points to the "Enrollment Choice" tab with the label "Enrollment Choice Tab".

## 2. Health Plan Choice

Customers who are applying for KidsCare or AHCCCS Health Insurance for Parents are required to select a health plan before being approved. Children approved for KidsCare are enrolled with the health plan choice made on the application.

If the customer is eligible for KidsCare and/or AHCCCS Health Insurance for Parents, complete the “**Enrollment Choice**” tab as follows:

The “**Enrollment Choice**” tab has five fields and one grid.

- Applicant List
- Control Date
- Fiscal County
- Resident County
- Program Type
- Enrollment Change (Not available)
- Enrollment Selection (Grid)

Enrollment Choice (HOMER SIMPSON - APPLICANT - 100061751, 2/1/2005)

Enrollment Choice      Program Contractor Search

Applicant list: HOMER SIMPSON      Control date: Feb 2006

Fiscal county:      Program type: KC PARENT

Resident county: MARICOPA

Enrollment change reason:

Enrollment Selection:

☒ Apply to all applicants      Verified: Yes N

ALTCS option:

Acute care option: ARIZONA PHYSICIANS IPA

Selected by: APPLICANT

Back      Find      OK      Cancel      Forward

Resident County

Enrollment Selection

Remember: Make sure you are entering the information for the correct group member.

The descriptions of the fields are:

- **Applicant List** Only the names of group members who are applying are displayed in this field.
- **Control Date** A month an action takes place. Enrollment Choice only occurs at the initial approval.
- **Fiscal County** For ALTCS only.

- **Resident County** This field displays information generated by the “**Address**” tab. (No entry is required.)
- **Program Type** Displays the type of program for which the customer applied.

**Enrollment Choice** (HOMER SIMPSON - APPLICANT - 100061751, 2/1/2005)

Program Contractor Search

Applicant list: HOMER SIMPSON

Control date: Feb 2005

Fiscal county:

Resident county: MARICOPA

Program type: KC PARENT

Enrollment change reason:

Enrollment Selection:

☒ Apply to all applicants

Verified: Yes N

ALTCS option:

Acute care option: ARIZONA PHYSICIANS IPA

Selected by: APPLICANT

Back Find OK Cancel Forward

Applicant List

Control Date

Program Type

The “**Enrollment Selection**” grid contains the following fields.

- **Apply to All Applicants** This field allows you to apply the same health plan to everyone in the household.
- **ALTCS Option** Used for ALTCS only.
- **Acute Care Option** If the customer is eligible for KidsCare or AHCCCS Health Insurance for Parents, they have to select the Health Plan from which they wish to receive their medical services. ACE will read the resident county that was entered on the “**Address**” tab, and will display only Health Plans that are available for that county. To view the available Health Plans, use the ▼ (down arrow).

Enrollment Choice (HOMER SIMPSON - APPLICANT - 100061751, 2/1/2005)

**Enrollment Choice** | Program Contractor Search

Applicant list: HOMER SIMPSON | Control date: Feb 2005

Fiscal county: | Program type: KC PARENT

Resident county: MARICOPA

Enrollment change reason: |

Enrollment Selection:

☐ Apply to all applicants | Verified: Yes N

ALTCS option: |

Acute care option: |

Selected by:

- ARIZONA PHYSICIANS IPA
- CARE 1ST ARIZONA
- HEALTH CHOICE ARIZONA
- MARICOPA MANAGED CARE
- MERCY CARE PLAN
- PHOENIX HEALTH PLAN

Back Find OK Cancel Forward

Apply to all applicants

Acute Care Option Drop Down

- Selected By** Displays a list of individuals who may have selected the Health Plan. The **Primary Informant** option is the only selection for KidsCare or AHCCCS Health Insurance for Parents.

Enrollment Choice (HOMER SIMPSON - APPLICANT - 100061751, 5/1/2005)

**Enrollment Choice**      Program Contractor Search

Applicant list: HOMER SIMPSON      Control date: May 2005

Fiscal county:      Program type: KC PARENT

Resident county: MARICOPA

Enrollment change reason:

Enrollment Selection:

☐ Apply to all applicants      Verified: Yes N

ALTCS option:

Acute care option: ARIZONA PHYSICIANS IPA

Selected by: PRIMARY INFORMANT

Back      Find      OK      Cancel      Forward

Selected  
by Drop  
Down List

When the Health Plan has been selected, click on the **“Forward”** button to continue to the next tab in the Standard Path, which is **“Case Status”**.